

Please provide the first and last names for parent and student(s)		
Parent Name:		
Student(s):		
Student(s):		



RIVER VALLEY SCHOOL

1 310 Centre Street North, Bag# 6 Sundre, Alberta T0M 1X0

Phone: (403) 638-3939 Fax (403) 638-4552

**Please take the last page of this booklet to the Sundre RCMP Detachment: 215 6 Ave NE Sundre AB
Return your Criminal Record Check along with the completed booklet to River Valley School
Criminal Record Checks are valid for 3 years if all the paperwork is completed**

September 2, 2025

Volunteer Agreement

Thank you for volunteering your time at River Valley! River Valley School believes that volunteers are a valuable part of the school community and can enhance the educational opportunities for children. Volunteering in a school can be a very rewarding experience; volunteering is also an important commitment. Please read over this **Volunteer's Code of Ethics** and the **Guidelines for Parent Volunteers**. As a River Valley School volunteer you will be asked to adhere to these guidelines for the well-being of the children in the school.

Volunteer Code of Ethics

1. **Respect the Confidentiality** of the teacher and children, and refrain from discussing them outside the school situation. If you have any questions or concerns, please share them with the teacher.
2. **Practice Tolerance and Understanding** towards the children and teachers with whom you come into contact with. Be sensitive to the teaching role. Strive for acceptance of all children. Help the children to learn their own independence, guiding them rather than doing it for them.
3. **Be Dependable** if you agree to undertake a task, follow it through by attending at the times and dates arranged. Be realistic about the amount of time you can spend. If you cannot assist at the time you have volunteered for, please let the teacher know ahead of time so that they can change their plans.
4. **Accept Guidance and Direction** from the teacher. Remember that you are there to help the student and teacher. If you need to speak with the teacher regarding your student, make an appointment so that you are not interrupting the students or making it difficult for the class to proceed with their work.

Guidelines for Parent Volunteers

- Be aware of the school rules and procedures, as well as classroom expectations. Ask the teacher if you are unsure.
- Listen carefully to the teacher's instructions so you are better able to help children
- Assist in a manner that allows children to work quietly and without distraction
- Encourage friendliness and cooperation among children
- Encourage children to do things for themselves
- Respect a child's right to sometimes work alone
- Talk to the children about what they are doing and help them understand and learn from the experience
- Try to be gentle in manner and tone. Move and speak quietly, to create a proper working atmosphere

- Expect children to make mistakes and have accidents. Encourage them to be careful, to clean up after spills, etc., but avoid scolding
- Never compare a child to someone else; praise them for their own accomplishments
- Check the student's work as they are completing the assigned task to be sure the child understands and is following instructions
- Praise a child when he/she accomplishes something important to him/her, but make sure the praise is for good work according to that child's standards – empty praise is as valuable as none at all
- Learn to accept a child for who they are
- Model honesty and respect for others
- Treat students equally and fairly. Remember you are there to assist, not check on your child
- When you are given a task, do it carefully and accurately

Teachers at River Valley School want you to have an enjoyable and productive experience volunteering at the school. We will strive to ensure that volunteers clearly know what is expected of them and that they are treated in a respectful manner by school staff.

I have read the **Volunteer's Code of Ethics** and the **Guidelines for Parent Volunteers** and affirm that I will adhere to them while volunteering at River Valley School.

Parent Name (please Print):

Date:

Parent Signature:

Teacher Signature:



***Chinook's Edge School Division No. 73
Administrative Procedures Manual***

2 – 21 School Volunteers

Exhibit I

OATH OF CONFIDENTIALITY

I, _____
(Name of Volunteer Taking Oath)

do solemnly swear (affirm) that I will **NOT** communicate to any person any information obtained in the course of doing volunteer work with Chinook's Edge School Division No. 73.

SWORN (AFFIRMED) before me at the

_____ of _____

in the Province of Alberta

this _____ day of _____ A.D. 20_____.

(Witness)

(Signature of Person Taking Oath)



CRIMINAL RECORD AND VULNERABLE SECTOR CHECKS
CHANGE IN STATUS
STATUTORY DECLARATION FORM (VOLUNTEERS)
Administrative Procedure 2-21

In lieu of all volunteers in Chinook's Edge School Division No. 73 updating Criminal Record and Vulnerable Sector Checks annually, this Statutory Declaration will alleviate the need for annual checks so that new checks will only be required every three (3) years in the absence of a change of status being reported.

I, _____,
(Print Name)

declare that I will promptly advise the school principal of each school at which I volunteer of any change in the status of the matters set out below since the last Criminal Record and Vulnerable Sector Checks collected by Chinook's Edge School Division No. 73, or since the last Statutory Declaration given by me to Chinook's Edge School Division No. 73, including, but not limited to whether:

I have been the subject to any proceedings of any nature in relation to persons falling within the vulnerable sector for offences

I have been convicted of any offence under the Criminal Code of Canada, and the following information for each offence:

1. Full Details of the offence
2. Date of the offence
3. Court location
4. Date of Conviction

I have been charged with the following charges under the Criminal Code of Canada or any legislation dealing with individuals falling within the vulnerable sector and the following information for each charge:

1. Full Details of the alleged offence
2. Date of the offence
3. Court location

Please use additional pages as necessary.

Distribution:

Signed Copy – School Files



I SOLEMNLY DECLARE that I will abide by the foregoing requirements for disclosure and I make this Declaration knowing it be to be of the same force and effect as if made under oath.

DECLARED at _____ this ____ day of _____, 20

Volunteer Signature

Date of Birth (yyyy/month/day)

Please Print Name

Schools at which Volunteer Service: (list all schools)

Please submit completed form to the school(s) where you volunteer and retain a copy for your records.

The personal information on this form is collected, used, and disclosed in accordance with the School Act, Sections 45 and 117, and the *Freedom of Information and Protection of Privacy Act*, Section 33, to determine suitability for engagement as a volunteer to work with students. The information collected is kept confidential and used consistent with the purpose provided under the *Freedom of Information and Protection of Privacy Act (FOIP)*. If you have any questions about the collection, use, and disclosure of personal information, please contact the FOIP Coordinator at Chinook's Edge School Division No. 73, 4904 -50th Street, Innisfail, Alberta, T4G 1W4, phone 403-227-7070 or 1-800-561-9229.

Distribution:

Signed Copy – School Files



Chinook's Edge School Division

4904 - 50 Street | Innisfail | Alberta | T4G 1W4

403-227-7070 | 800-561-9229

www.cesd73.ca | *Where Students Come First!*

RCMP - Alberta

Re: Criminal Record Check for Volunteering

(Name – please print)

Will be an unpaid volunteer with Chinook's Edge School Division. This volunteer will require a Criminal Record Check including the Vulnerable Sector Check prior to volunteering for our school division because the volunteer will be:

- Working closely with children in situations where he/she will be alone with individual children and groups of children, without direct supervision or oversight from Chinook's Edge School Division staff; and
- In a natural position of trust and authority given the relationship between children and school volunteers.
- Their key responsibilities will be _____
- The above will be volunteering from _____ to _____.

If you require further information, please do not hesitate to call me at (403) 227-7070.

Thank you,

Mike Garrow

Associate Superintendent - People Services